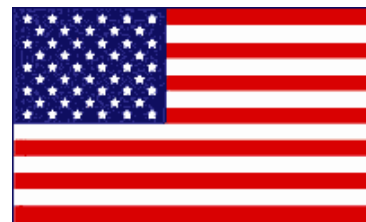




PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)
Hillsboro, OR East Portland, OR*



NOTICE OF VACANCY *Amended 09/14/2010

1. <u>Announcement Number</u>	2. <u>Title, Series, Grade, Salary</u>	3. <u>Tour of Duty</u>	4. <u>Duty Station</u>
MP-10-0212-SJ	Assistant Human Resources Officer (20041-0) GS-0201-13 \$86,260 to \$112,136 per annum (Based on full-time employment)	0800-1630 M-F	Human Resources Management Service, Portland Division
5. <u>Type & Number of Vacancies</u>	6. <u>Contact</u>	7. <u>Opening Date</u>	8. <u>Closing Date</u>
Permanent 1 Full Time position	Human Resources Assistant 503-273-5236	08/24/2010	*09/21/2010

*WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Permanent employees of the Portland VA Medical Center (and outpatient clinics) and eligible employees under the interchange Agreement.
- Nationwide within the VA .
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at www.opm.gov/disability/aboutus.asp
- **Noncompetitive Appointment of Certain Military Spouses**
 - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
 - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
 - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include: developing HR program policies and directives, reviewing and making recommendations regarding employee recognition programs, planning, organizing, and directing HR teams, and negotiating and advising top management on HR issues, implementing recommendations which require extensive changes in procedures.

MAJOR DUTIES:

The position is located at the Portland VA Medical Center, Human Resources Management Service. The incumbent serves as a full assistant to the Chief, Human Resources Management Service, with responsibilities to assist the Human Resources Officer with administrative and management duties, program development and HR Staff development. He/she is responsible for daily operational aspects of the Service, and keeping the Human Resources Officer (HRO) fully informed. The incumbent acts with full authority of the HRO in his/her absence. The primary

responsibilities of the Assistant Human Resources officer include:

- Participating in all phases of the Human Resources Management program.
- Developing policies and directives relating to special or regular Human Resources (HR) program elements.
- Conducting efficiency studies in various HR programs to assist in program redesign.
- Advising top management officials of action which should be taken to achieve human resources objectives insuring that all phases of the HR program meet statutory or regulatory requirements of Veterans Affairs and/or the Office of Personnel Management policies and standards.
- Authenticating personnel actions for and in the absence of Chief.
- Evaluating personnel programs and recommends, initiates changes.
- Approving leave and conducts performance evaluations of employees under his/her span of control. -Compiles periodic and/or special reports, both narrative and statistical, as may be necessary.
- Serving as acting Service Chief in absence of the Human Resources Management Officer (HRO).

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0201, Human Resources Management series apply and may be reviewed in the Human Resources Management Service office or at the following link: <http://www.opm.gov/qualifications/Standards/index-Standards.asp>. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Basic Requirements: Must be a U.S. Citizen. Background investigation will be required.

Specialized Experience: Applicants are required to have one year of specialized experience at the next lower grade level in the normal line of progression that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. **Specialized experience includes, but is not limited to:** GS-13: Specialized experience may include managing, directing a comprehensive HR program, recommending solutions for HR program improvement; developing, implementing a human resources program in one or more HR functional areas. To include providing efficient business processes measurable HR services. Mentoring HR staff on both Title 5 and Title 38 policy and regulations in the various HR program functional areas such as: Recruitment/Placement, Workforce Planning, pay/compensation, performance management, classification, employee relations, labor relations, benefits, OWCP, Suitability and employee development.

Substitution of Education for Experience: Education may not be used as a substitute for experience at the GS-13 level for this position.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

1. Ability to communicate, both orally and in writing and ability to make clear and concise presentations to management.
2. Ability to analyze, comprehend and apply Federal and VA HR policies, procedures and regulations for both Title 5 and Title 38.
3. Knowledge of the requirements and complexities of the Federal and VA personnel management system for both Title 38 and Title 5.
4. Ability to manage/supervisor (i.e. plan, organize, direct, control, review, train, etc.) the work activities of a group of subordinate Human Resources employees in various HR program areas.
5. Skill in planning, designing, implementing and evaluating an HR program in order to accomplish medical center goals, initiatives and meet customer service expectations.
6. Ability to make and apply sound judgment to evaluate alternatives and to make recommendations in order to resolve difficult/complex HR issues relating to various HR programs (ER/LR, Recruitment/Placement, Awards, Work Life, OWCP and Pay Administration).

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Applicants without prior federal service will be appointed at step one of the grade

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited

circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Relocation expenses are authorized.

Relocation incentives are authorized.

Recruitment incentives are authorized.

Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Permanent Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Latest performance appraisal

Non VA Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

All application packets must be received in Human Resources Management Service (HRMS) by Close of Business (COB) on *09/21/2010. Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:
Portland VA Medical Center, P4HRMS
Attn: MP-10-0212-SJ
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Service will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept applications in a US government envelope.**